


*File: DDA*

*for  
"Records"*

ODP-0-1306  
3 October 1980

STATINTL

MEMORANDUM FOR: Chief, Records Management Division/OIS  
VIA : Chief, Records Systems Branch/RMD/OIS  
FROM :   
Records Management Officer, ODP  
SUBJECT : Requirement to Report Classification Decisions  
Made During 20-26 September 1980  
REFERENCE : Memorandum for Agency Records Management  
Officers, from Chief, Records Management  
Division, dtd. 10 September 1980, Subject:  
Same

The attached reports the classification decisions made  
by the Office of Data Processing/DDA for the period 20-26  
September 1980.

STATINTL



Attachment: a/s

DISTRIBUTION:  
(ODP/MS/GLW/JAL/(5937)(03OCT1980)

ORIGINAL & 1 - ADDRESSEE  
2 - O/D/ODP  
1 - MS CHRONO  
2 - ODP REGISTRY

SUMMARY OF INSTRUCTIONS

- Record in the space provided below, the number and type of classification decisions made by your component during the period Saturday, 20 September through Friday, 26 September 1980. Include classification decisions by field installations in correspondence for which your office is the ACTION office (see first item in the heading of cables and telepouches). Count field correspondence received during that period even though it may have been written before that period.
- Report classification decisions made in cables, telepouches; dispatches, transmittal manifests, letters, memorandums, reports, publications, and forms. Report only the overall document classification decisions. Count only one decision per document no matter how many copies of the document are made.
- List original (ORG) classification decisions separate from derivative (DRV) decisions. (ORG and DRV decisions are recorded on the bottom line of all documents.) Separate original decisions to classify for up to six years (to Sept. 86) from those for more than six years.
- Report the number of hours estimated to have been required to compile the report and the hourly salary rate of the person compiling the report.

| CLASSIFICATION DECISIONS MADE 20 THROUGH 26 SEPTEMBER 1980 |                            |                                  |   |
|--|----------------------------|----------------------------------|---|
| TYPE OF<br>CLASSIFICATION DECISIONS                        | NUMBER OF                  |                                  | NUMBER OF<br>DERIVATIVE (DRV) DECISIONS |
|  | ORIGINAL (ORG) DECISIONS   |                                  |   |
|  | 0-6 years<br>(To Sept. 86) | Over 6 years<br>(After Sept. 86) |   |
| TOP SECRET   |                            |                                  | 3                                       |
| SECRET   |                            |                                  | 65                                      |
| CONFIDENTIAL   |                            |                                  | 5                                       |

OFFICE: DDA/ODP

Hours required to compile report: 2

Hourly salary rate for person compiling report: \$10.82